

**ACTION PLAN: Sustainability, Accountability, Assessment**

Committee members: Sheila Rice (chair), George Dennison, Johnel Barcus, Kathy Bean, and Linda Carlson, Paul Fowler

Goal: Develop and implement a process to ensure effective performance of the Commission

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Strengthen statewide partnerships through development of State Service Plan.	All	Nov, 08	State Service Plan completed	
Increase the number of individuals with disabilities who are serving. Show an increase from the '07-08 program year	Kathy Bean	July 1, 09	Survey	
Increase integration of Citizen Corps into work of office	Paul	July,09		
Review and monitor the office and program budget reports	Tony/Linda	Quarterly	Report at each commission meeting	
Develop and implement commissioner training Suggested topics: <ul style="list-style-type: none"><li>• Site visit format</li><li>• Reviewing grants</li><li>• Strategies to speak of Commission</li><li>• Protocol for federal visits</li></ul>	All	Quarterly	An agenda item at each commission meeting	

Goal: Assure private and public support for community service as a key component on strengthening civic engagement...

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Engage the State Executive and Legislative branches to continue the current base funding.	George, Linda	On-going	\$125,000	
Organize the operation of the Foundation <ul style="list-style-type: none"> <li>• Raise Endowment</li> <li>• Build relationships with MT Corporations</li> <li>• Build Relationships with Federal entities</li> </ul>	Foundation board	Year end, June 30, 2009	\$125,000  Request to D.C.	
Support Commissioners, Staff and Program Directors in sharing the story of national service with federal legislators both in state and when visiting D.C.	All	On-going	Visit to D.C.	

Goal: Set Core Priorities for this Grant Cycle

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Suggest core priorities to commission <ul style="list-style-type: none"> <li>• Kids at Risk</li> <li>• Disaster Services</li> <li>• Math &amp; Science</li> <li>• Financial Literacy</li> <li>• Seniors at risk</li> </ul> With implementation emphasis <ul style="list-style-type: none"> <li>• Geographical diversity</li> <li>• Rural</li> <li>• Poverty</li> <li>• Boomers</li> <li>• Youth not in college</li> <li>• Disability</li> <li>• Partnerships</li> </ul>	All	August, 08	Included in RFP	

**ACTION PLAN: Marketing, Information and Training**

Committee members: Jim Murphy (chair), Bob Harris, Cedric Jacobson, Jim Corson, Andee

Goal: Assure effective marketing and outreach effort.

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Develop and produce a short report detailing the unique needs and characteristics related to each OCS program. Items to be included: <ul style="list-style-type: none"><li>• Target populations</li><li>• Recruiting needs</li><li>• Ability to promote awareness of results</li><li>• Consider a standardized format for all programs</li></ul>	Andee and staff	October meeting	Report at commission meeting	
Maintain an electronic distribution list of key partners for marketing purposes	Andee	On-going	July, 08 – update list Distribute at October meeting	
Review current marketing packet and update and expand, providing materials to specific programs as well as commissioners. Include method for tracking local/statewide marketing efforts	Andee	2 <sup>nd</sup> quarter	Specific packets distributed to program directors and commissioners	
Manage recruitment, selection, and award process for Governor’s Award for Civic Engagement.	MIT, Andee	On-going	Awards presented	

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Conduct annual activity to promote and recognize volunteerism. <ul style="list-style-type: none"> <li>• Utilize Governor's conference on volunteerism every other year</li> <li>• Create an off-year activity – preferably in the fall</li> </ul>	MIT, Andee	September, 09  January, 10	Conference includes promotion and recognition  Plan submitted	
Create a basic outline of marketing plan based on information collected from programs	Andee, MIT, All	Feb, 09	Outline distributed to commissioners; Input gathered	
Finalize Marketing Plan	Andee, MIT	July, 09	Plan distributed at Commission planning retreat	

Goal: Maintain information resources relevant to outreach and marketing

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Develop Web resources for commissioners and committees	Andee, Jim M	October meeting	Site established	
Categorize activities/successes by county and legislative district to assist with promotion	Andee, Staff	October meeting	Report distributed	

Goal: Ensure effective training

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Conduct a need assessment to determine training needs of programs and relevant partners	Andee and cross stream committee	Feb. 09	Report Delivered at commission meeting	
Plan and conduct Governor's Conference on Volunteerism	Linda	September 09	Training provided	

**ACTION PLAN: Policy, Program and Planning**

Committee Members: Keith Kelly (Chair) Chris Kolstad, John Ilgenfritz, Kim Miske, Doug, Gary Pfister, Jackie Girard, Tony Dean, Lorri Brown

Goal: Strengthen Current Programs

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Institute Commissioner visits to programs – each commissioner will visit 2 programs	All	On going	Visits completed and reported at each meeting	
Develop site visit protocol	Tony/Lori	October meeting	Presented at October meeting	
Develop and maintain calendar				
Support on-going development of program staff	Tony/Lorri/Andee	On-going	Reports at meetings	
Inform Commissioners of progress of programs	Tony/Lorri/Andee	On-going	Quarterly program progress reports summarized for commission on the web	

Goal: Attract New Applicants

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Develop and conduct a Grant Application and Review process which attracts successful applicants. <ul style="list-style-type: none"> <li>• Clearly state criteria in RFP</li> <li>• Require specificity in application</li> <li>• Orient reviewers</li> <li>• Utilize members of PPP committee as reviewers</li> </ul>	Tony	By October	Presented at October meeting	
Develop plan to recruit new applicants <ul style="list-style-type: none"> <li>• Mt Non-profit association</li> <li>• Develop list of viable areas in state</li> <li>• Develop materials and presentations</li> </ul>	Tony/Andee	October	Present plan	
Keep in mind youth Not on college campuses	PPP Check with Wyoming	On-going		

**ACTION PLAN: Executive Committee Note: This committee did not get to meet during the retreat – and may want to review last year’s plan.**

Committee Members: George Dennison, Jim Murphy, Keith Kelly, Sheila Rice and Linda Carlson

Goal: Advance Commission impact in Montana through effective implementation of strategic plan

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Continue to insure timely evaluation and feedback to Executive Director	George with appropriate staff	Nov,2008	Appraisal completed and signed	
Continue mentoring new commissioners	Committee	On going	Evaluations completed by new commissioners.	
Support staff during IG audit completion	Committee	January, 2008	Audit results completed and signed off	

Goal: Assure the regular conduct of business by Commission

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Meet prior to each meeting to develop and plan the agenda	Committee	On going	Agendas	
Act as personnel committee for Commission	Committee	As needed	Report to Commission	
Assign new business to Committees as it arises	Committee	As needed	Report to Commission	
Act of behalf of commission between meetings	Committee	As needed	Report to Commission	
Review action plans at each meeting.	Committee	As needed	Report to commission	

Goal: Assure the Commission meets the Administrative Standards of CNCS

<b>WHAT</b>	<b>WHO</b>	<b>By When</b>	<b>Outcomes</b>	<b>Completed?</b>
Review Administrative Standards	Committee	Annual	Meet standards	
Review progress toward Standards	Committee	Annual	Meet Standards	